

**TEXAS TECH UNIVERSITY
HUMAN DEVELOPMENT AND FAMILY STUDIES GRADUATE PROGRAMS
HDFS DOCTORAL DEGREE**

STUDENT GUIDELINES FOR PRELIMINARY EXAMINATION

Please adhere to the following instructions in preparing materials for your preliminary exam committee meeting, which must be completed following 9 hours of graduate study (by the end of the first semester or at the beginning of the second semester) as a regularly admitted student.

- I. Consult with your academic advisor on:
- a. Preparation of Plan of Study
 - b. Planning a semester-by-semester course sequence chart
 - c. Filling out the Program for the Doctoral Degree
 - d. Membership of preliminary examination committee (to be composed of Human Development and Family Studies Faculty).

Committee Composition:

1. Academic advisor (Chairperson)
 2. Student-selected faculty member
 3. Faculty member to be selected by student or appointed by the GHDFS Director or requested by student.
- e. Scheduling the preliminary examination
- II. Prepare and distribute the following materials to each member of your preliminary examination committee **no later than one week prior to your scheduled preliminary exam meeting:**
- a. Your philosophy of education (not to exceed 750 words), primarily addressing the issue of what you expect from an educational experience at the graduate level.
 - b. Statement of your professional goals: an indication of your professional identity, future affiliations and career plans. Include an estimation of the feasibility of completing all coursework by a specific graduate target date.
 - c. Academic, Professional, and Personal Resume (page 9).
 - d. Plan of Study (pages 10-11), course sequence chart (page 13), and Program for the Doctoral Degree (page 14).

- III. Distribute the following forms:

Confidentiality Statement – Separate copies of the student information part of this form should be completed by the student for each faculty member from whom you have taken courses or worked as an RA or TA.

- a. Then a blank copy of the Student Evaluation form (page 17) should be stapled to each Confidentiality Statement and distributed by the student to each faculty member from whom you have taken courses or worked as an RA or TA.
- b. After faculty have completed the Student Evaluation forms, they should return these to your advisor before your preliminary examination.
- c. Post Prelim Examination Notice one week before exam.
- d. After the preliminary exam, copies of these forms should be submitted by your advisor to the HDFS Graduate Secretary.